



*Please note: This is an example of a job profile for a position with the Independent Investigations Office of BC. Differences between this example and job profiles for roles that are being recruited should be expected. Please refer to the posting to confirm the official role requirements. The version published with a posting is to be taken as correct for the position.*

**TITLE: INVESTIGATIVE ASSISTANT**

**MINISTRY: ATTORNEY GENERAL**

**WORK UNIT: INDEPENDENT INVESTIGATIONS OFFICE**

**SUPERVISOR TITLE: DIRECTOR, INVESTIGATIONS**

**PROGRAM**

The Independent Investigation Office of BC (IIO) is an independent, civilian-led agency with jurisdiction to investigate serious harm and fatal incidents involving police, including municipal police departments and the RCMP in order to determine whether or not an officer may have committed an offence. The IIO has jurisdiction over all provincial policing agencies, including municipal police agencies, the RCMP, the South Coast BC Transportation Authority Police Service, and the St'l'atl'imx Tribal Police Service. The IIO's jurisdiction also extends to officers appointed as municipal constables, and includes on- and off-duty officers, special provincial constables, and detention guards.

**JOB OVERVIEW**

To provide information management services to the investigations division, including processing and analysis of investigative documents, entering and cataloguing records, maintaining information in the electronic investigative file, and ensuring integrity and safeguards during the disclosure process.

**ACCOUNTABILITIES**

Examples of accountabilities include:

- Reviews investigation reports for compliance with internal policies and compliance with the Crown Counsel/police Memorandum of Understanding (MOU) on disclosure (e.g., reviews information for the purpose of document disclosure by researching relevant/privileged information and determining what information must/must not be disclosed).
- Assists investigators to draft 5.2 Reports related to the seizure and retention of evidence to a Justice with the criminal registry; ensures documents filed and currency of filings, drafts legal documents for finalisation or extension of process.
- Audits and reviews incoming investigative information obtained and generated by the investigative teams for capture in records management application(s), including documenting receipt of information, identifying types of information, and following standards for hard-copy and electronic investigative information.

- Undertaking quality assurance, examines, and redacts investigative reports and other sensitive material in accordance with relevant legislation, identifying and providing advice to investigators to inform the decision-making process and file direction.
- Develops operating policies and procedures to maintain, update and track investigation records; updates and maintains processes for document scanning, data entry, organization and retrieval.
- Performs query functions, corrections and verification of data. Performs preliminary investigative research by querying databases and software including CPIC, PRIME and JUSTIN.
- Proactively identifies process and evidentiary gaps to file coordinators and investigative teams in the development and review of file information throughout the investigative and court cycle.
- Provides advice and input to relevant investigative briefings.
- Reviews case documentation to identify outstanding, incomplete or inconsistent information and assist with information vetting.
- Assembles, organizes and consolidates disclosure package (including physical documents, photos, audio and video records, maps and diagrams) pertaining to IIO investigations for submission to General Counsel, Chief Civilian Director, and Crown Counsel; ensures formatting is comprehensible and in compliance with established protocols.
- Prepares files for non-FOIPPA external requests, including but not limited to, OPCC, CRCC, Professional Standards, Crime Victims Assistance Program (CVAP), Coroners, Consent Orders (Civil Litigation).
- Organizes and maintains records management system for collecting, coding, storing, securing, retrieving, retaining, and disposing information related to investigations; stays current with new document management software.

## **JOB REQUIREMENTS**

- Grade 12 graduation supplemented with relevant post-secondary courses such as information management and criminology.
- Five years' administrative experience.
- Minimum of two years' experience working in a high-volume processing environment.
- Experience in database management, records management, organization, and management of evidentiary materials.
- Experience using tact, discretion, judgment and professionalism in handling of sensitive and/or confidential information.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of procedures and policy to protect and handle investigative data and exhibit documents.
- Knowledge of techniques to assist in the management and manipulation of various types of multimedia.
- Knowledge of the principles of practices of records management and formal electronic and manual filing systems, including procedures for maintaining records security and confidentiality.
- Knowledge of legal documentation and terminology, and current court disclosure requirements and practices.

- Knowledge of relevant sections of the Access to Information and Privacy Acts and records management procedures for handling classified material.
- Ability to reference, interpret and apply relevant legislation, regulations, policies & procedures, and terms & conditions.
- Ability to use tact and discretion when dealing with sensitive situations, confidential material and demanding and difficult people.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, and communicate effectively, both verbally and in writing.
- Ability to work with frequent interruptions.
- Demonstrated accuracy and attention to detail abilities.
- Successful completion of security screening requirements of the BC Public Service including enhanced security screening and RCMP enhanced reliability screening.

#### **SAMPLE COMPETENCIES**

- Problem Solving/Judgment
- Concern for Order
- Information Seeking
- Planning, Organizing and Coordinating
- Conceptual Thinking
- Teamwork and Cooperation